

March 2007

Date	Title	Location	Time	Length	Instructor
March 1	Interpersonal Communication	Training Academy	8:00	8 Hours	Jimmy Sherman
March 1	Cultural Awareness	Human Resources	12:30	4 Hours	Ardella Bearden
March 2	Performance Evaluation	Human Resources	12:30	4 Hours	Larry Cyr
March 5	Using Microsoft Excel	Little Rock	8:30	14 Hours	CJI
March 6	Sexual Harassment	Training Academy	8:00	5 Hours	Sherman/Beaumont
March 7 - 8	Management Effectiveness Training	Training Academy	8:00	16 Hours	Sherman/Beaumont
March 7	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
March 7	Performance Evaluation	Training Academy	12:30	4 Hours	Tommy Rochelle
March 9	**eOMIS for Security	Human Resources	12:30	4 Hours	Joyce Taylor
March 15	Horse Barn Supervisor Class	Newport	8:00	4 Hours	Earl Pepper
March 15	Basic eOMIS	Human Resources	12:30	4 Hours	Joyce Taylor
March 15 - 16	The Human Element	Little Rock	8:30	14 Hours	Inter Agency
March 16	Horse Barn Supervisor Class	Newport	8:00	4 Hours	Earl Pepper
March 19	Basic Microsoft Word	Human Resources Lab	8:00	4 Hours	Sonia Wallace
March 19	Basic Microsoft Power Point	Human Resources Lab	12:30	4 Hours	Sonia Wallace
March 19-23	Correctional Security for Non Security	Training Academy	8:00	40 Hours	Sherman/Beaumont
March 21	Inmate Grievances	Human Resources	8:00	4 Hours	Tiffayne Compton
March 21	Grievance Prevention and Handling	Central Office	8:00	5 Hours	Jane Manning
March 22	Horsemanship for Field Riders	Newport	8:00	8 Hours	Earl Pepper
March 22	Structured Interviewing	Human Resources	8:00	4 Hours	Pam Wilson
March 22 - 23	The Human Element	Training Academy	8:30	14 Hours	Jackie Moore
March 23	Horsemanship for Field Riders	Cummins	8:00	8 Hours	Earl Pepper
March 26 - 30	Crisis Negotiation	Little Rock	8:00	40 Hours	CJI
March 27 - 28	Introduction to Computers	Little Rock	8:30	14 Hours	CJI
March 27 - 28	Introduction to Management	Training Academy	8:00	16 Hours	Sherman/Beaumont
March 28	Horsemanship for Field Riders	Maximum Security	8:00	8 Hours	Earl Pepper
March 28	**eOMIS for Security	Human Resources	12:30	4 Hours	Joyce Taylor
March 29	Horsemanship for Field Riders	Tucker	8:00	4 Hours	Earl Pepper
March 29	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Pam Riegler
TBA	Introduction to Computers and Internet Navigation	Human Resources Lab	8:00	4 Hours	Mike Wynn
	**eOMIS for Security is for current security officers only.				
Open Enrollment	National Institute of Corrections				
	Internet Based e-Learning Classes	National Institute		Varied	Self Paced
	Contact your Unit Trainer for information	of Corrections			
Open Enrollment	Additional Training				
	AWIN Radio Training - As scheduled by your Unit Trainer	Unit			Todd Brown
	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	Inter-Agency Training	Little Rock		Varied	Inter-Agency
	Who Moved My Cheese	Little Rock			Inter-Agency
	Emotional Intelligence	Little Rock			Inter-Agency
	FISH	Little Rock			Inter-Agency
	Dealing With Difficult People	Little Rock			Inter-Agency
	Defensive Driving	Little Rock			Inter-Agency
	Workplace Diversity	Little Rock			Inter-Agency
THIS CALENDAR DOES NOT REPRESENT THE ENTIRE TRAINING OFFERED. EACH UNIT TRAINER CAN ARRANGE TRAINING FROM THE ADC TRAINING ACADEMY SYLLABUS AND FACILITATE THAT TRAINING AT THE UNIT LEVEL					

